



South Portland, Maine 04106

## Student Success FIG

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**Title:** Student Success FIG

**Catalog Number:** FIGS-100

**Credit Hours:** 1

**Total Contact Hours:** 15

**Lecture:** F 8:00-9:50

**Instructor:** Courtney Randall

**Office Hours:** By appointment

**Contact Information:**

crandall@smccme.edu

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### Course Syllabus

#### Course Description

Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal exploration and setting, and investigation of a topic. This FIG will focus on the skills related to being a successful college student.

#### Course Objectives

**After successfully completing the course, the student will be able to:**

- Describe and apply effective study skills, test taking, and time management strategies
- Explore career and academic opportunities using a variety of tools
- Develop and articulate achievable academic goals
- Demonstrate proper note taking techniques
- Apply the concept of SQ3R to reading a textbook using the Cornell Method

#### Topical Outline of Instruction

Motivation  
Goal Setting  
Studying & Time Management  
Critical and creative thinking  
Financial literacy  
Note taking & SQ3R  
Memory and taking tests  
Careers  
Relationships & Diversity

## **Course Requirements**

Students are required to attend class, complete all homework assignments and readings, and actively participate in classroom discussions and exercises.

## **Student Evaluation and Grading**

The following guidelines describe my expectations for this course. If at any point you have a question or concern regarding the course requirements and grading, please contact me immediately.

## **Grades**

Your final course grade will be determined per the following assignment averages:

Class Participation: 30%

Weekly Progress Report: 20%

Weekly Homework Assignment: 30%

Semester Project: 20%

## **Class Participation**

Class attendance is mandatory. It is expected that students consistently attend class and are on time. After 2 missed classes, failure to attend will result in a lower final course grade. Excessive absences will result in an Administrative Failure (AF). Additionally, missing 3 consecutive classes will result in an AF.

## **Weekly Progress Reports**

Each week students will prepare a weekly progress report to bring to class. This report should include the following:

- Something you learned this week
- Something that surprised you this week
- Something you wish you had done differently this week
- One accomplishment you experienced this week

Progress reports will be reviewed at the beginning of each class and will serve as an opportunity for discussion and reflection. In the event that you will be absent or miss a class session please either submit your weekly progress report via email or bring it to the next class session.

## **Weekly Homework Assignments**

Each week students will be provided with a worksheet to be completed by the next class session. Weekly worksheets will be collected at the beginning of each class and will help students prepare for each class session and provide an opportunity to reflect on material covered. In the event that you will be absent or have missed a class it is expected that you reach out to me via email to inquire about any missed assignments.

## **Semester Project**

By the end of the semester each student must complete one of the following activities:

1. 5-10 minute oral presentation to the class on a topic area from the syllabus. Your presentation should include the following:
  - a. What you knew about the topic when you arrived in FIGs
  - b. What you learned about the topic from attending FIGs
  - c. How you have applied this knowledge/skill
  - d. Additional information about the topic (strategies/skills not covered, current research, how others have successfully addressed this topic)
  - e. What you would still like to know about this topic
  - f. Opportunity for Q&A with classmates
2. Schedule/attend a 30 minute (or longer) appointment with Career Services and report back to the group about how it went with Q&A.
3. Schedule/attend a 30 minute (or longer) appointment for tutoring support and report back to the group about how it went with Q&A.
4. Schedule/attend a 30 minute (or longer) appointment with The Writing Center and report back to the group about how it went with Q&A.
5. Schedule/attend a 30 minute (or longer) WISH consultation and report back to the group about how it went with Q&A)

Proof of activity completion must be provided, or your oral presentation must occur, by the end of the semester. Activity preference will be determined and oral presentations will be scheduled during our second class meeting.

### Assignment Due Dates

There will be no make-ups. The assignments are sufficiently flexible to accommodate the occasional absence and are important for class preparation. You will need to successfully complete the required course work in order to pass this course for credit.

### Early Alert

I will issue warnings based upon consistency of homework submissions. If you average less than 70% of homework assignments submitted I will issue an early alert. I will also issue an alert if you miss more than 1 class.

### Meeting schedule

Week	Topic	Homework Assignment Due
1	Review Course Expectations/Syllabus Student Resources	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
2	Time Management Motivation Strengths	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Weekly worksheet</li> <li>• Semester project preference</li> </ul>
3	Note Taking SQ3R (Reading Comprehension)	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Weekly worksheet</li> </ul>
4	Test Preparation Creative and Critical Thinking	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Weekly worksheet</li> </ul>

5	Midway Check-in Financial Literacy	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Weekly worksheet</li> </ul>
6	Goal Setting	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Weekly worksheet</li> </ul>
7	Career Development Relationships and Diversity	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Weekly worksheet</li> </ul>
8	Personal Habits of Success	<ul style="list-style-type: none"> <li>• Weekly progress report</li> <li>• Semester Project must be submitted on or before 10/19</li> </ul>

### **End-of-Course Evaluation**

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

### **ADA Syllabus Statement**

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

### **SMCC Pay-for-Print Policy**

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu).

**Refunds**

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

**Add-Drop Policy**

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

**Withdrawal Policy**

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

**Plagiarism Statement**

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct